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## Office of Public Affairs Records

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## Office of Public Affairs Records

**Collection number: 2007-006, 2007-011, and 2009-167**

Santa Clara County Archives  
San Jose, California

Processed by:

Michael Griffith

Date Completed:

2009

Encoded by:

Michael Griffith

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### Descriptive Summary

**Title:** Office of Public Affairs records

**Dates:** 1995-2009

**Collection number:** 2007-006, 2007-011, and 2009-167

**Creator:** Office of Public Affairs

**Collection Size:** 7 archives boxes

**Repository:** Santa Clara County Archives.

San Jose, CA 95112-2527

**Abstract:** This collection contains two publications issued by the Office of Public Affairs, the County News Digest and Comline, the County employee newsletter.

**Physical location:** For current information on the location of these materials, please consult Archives staff.

**Languages:** Languages represented in the collection: English

### Access

Collection is open for research.

### Publication Rights

The Archives can claim physical ownership only for some collections. Users are responsible for securing permission of the copyright holder for publication or quotation.

### Preferred Citation

Office of Public Affairs records, 2007-006, 2007-011, and 2009-167, Santa Clara County Archives.

### Acquisition Information

This collection was given to the Archives by the Office of Public Affairs.

### Processing Information

This collection was processed by Michael Griffith working under NHPRC grant RA-10047-07, the Santa Clara County Archives Project. A fuller account of the grant project is available at the Archives website. The publications were placed in chronological order and foldered for easier access.

### Administrative History

The Office of Public Affairs serves as the principal spokesperson for the County on policy issues, countywide issues, and catastrophic events. A division of the Office of the County Executive, the public affairs office was established by the Board of Supervisors in 1999 and formerly was known as the Office of Public Communication and Community Outreach. Other responsibilities of the office include providing staff support for three sister county commissions and providing protocol guidance and economic exchange information for foreign investment in the county.

### Scope and Content of Collection

This collection consists of two publications of the Office of Public Affairs, the County News Digest and Comline, the County employee newsletter. For further information, see the major subdivisions.

### Arrangement

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Both publications are arranged in chronological order.

**Indexing Terms**

The following terms have been used to index the description of this collection in the library's online public access catalog.

Santa Clara County (Calif.) Office of the County Executive

Santa Clara County (Calif.) Office of Public Affairs

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**County News Digest, 2002-2011**

**Physical Description:** 6 archives boxes

**Series Scope and Content Summary**

This series consists of issues of the County News Digest. The digest collects news items from a variety of media. Its primary focus is news about the programs, services, and employees of the County, and it also includes reports on news that may affect the County. The digest lists news items in reverse order by date and indicates the source for each story reprinted.

**Comline, 1995-2009**

**Physical Description:** 1 archives box

**Series Scope and Content Summary**

This series consists of issues of Comline, the newsletter for County employees. The newsletter, issued several times per year, includes information about County programs and activities of interest to employees.